Airport IQ: Virginia Sponsors Guide

The *Airport IQ: Virginia Sponsors Guide* has been prepared to assist sponsors with the online submission of project requests to the Virginia Department of Aviation (DOAV). The information in the guide is organized into the following sections:

Note: The fictitious airport VA Skies Airport, with the identifier VAS, is used for examples throughout this guide.

If sponsors have questions about the online submission process, they should contact DOAV's Airport IQ Help Desk staff at 804-236-3632:

Susan Simmers extension 105
Mike Swain extension 114

If sponsors have questions about passwords, they should contact DOAV's Airport IQ Help Desk staff at 804-236-3632:

Patty Sturgill extension 104
Susan Simmers extension 105

If sponsors have changes and updates for the General Information module, they should send the changes to Susan Simmers at susan.simmers@doav.virginia.gov.

Quick Steps to Enter a Project Request

1. login to Airport IQ using the sponsor's username and password
2. select airport from airport drop-down box on menu bar
3. select Grant Requests module
4. select Grant Requests choice
5. click on
6. enter the name of the project in the Add Project box
7. click on
8. select the new project from the list of projects
9. click on the CIP Data button at the bottom right of the screen
10. enter the fiscal year
11. select the project type from the drop-down box
12. enter the project purpose or justification in the description field
13. enter the dollar amount for each of the funding sources from which funds are requested
14. click on
15. select Process Management choice
16. select the project
17. choose the document category
18. click on for the appropriate document category
19. select a document type
20. select other projects with which the document is associated
21. click on the Browse button to access a file directory
22. select the document to be added
23. click on the Save button
24. click on
25. repeat for each project

Quick Steps to Submit a Project Request

1. select all projects to be submitted
2. click the Submit button at the bottom left of the screen
3. click OK on the obstruction certification popup box

1.0   Introduction to Airport IQ System Manager

Airport IQ System Manager, referred to in this guide as Airport IQ, is a software application developed for the management of state aviation systems. DOAV is using Airport IQ to manage data on Virginia airports, evaluate project requests, and manage grants. Virginia airport sponsors use Airport IQ to submit project requests online.

Airport IQ is a web-based program. As such, changes to or between screens will not always be instantaneous.

DOAV supplies sponsors with the website address for the Virginia Airport IQ application. Users will need to navigate through the restricted site warning before beginning the login process.
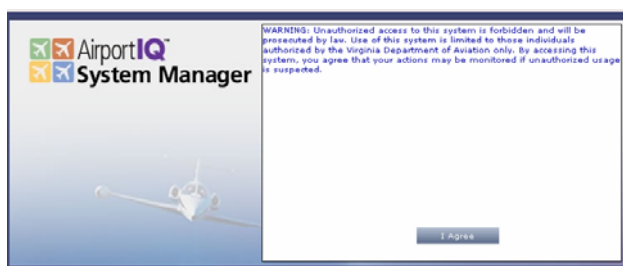
1.1   Overview of Airport IQ

The data in Airport IQ is organized into modules. Overall program menus are displayed across the top of each screen, and the modules are displayed in the navigation bar along the left side of the screen. When a module is open, the module title on the navigation bar is shown in red.

Sponsors use the Grant Requests and General Information modules under the Facility Data menu. A sponsor only has access to enter and submit project requests for that sponsor's airport in the Grant Requests module and is able to view only data for that sponsor's airport in the General Information module.

After the login process is complete, Airport IQ opens to the General Information module. The module screen first displays just the navigation bar. The sponsor's airport must be selected in order for data to populate the screen. A sponsor can move to the Grant Request module before making an airport selection.

To select an airport:
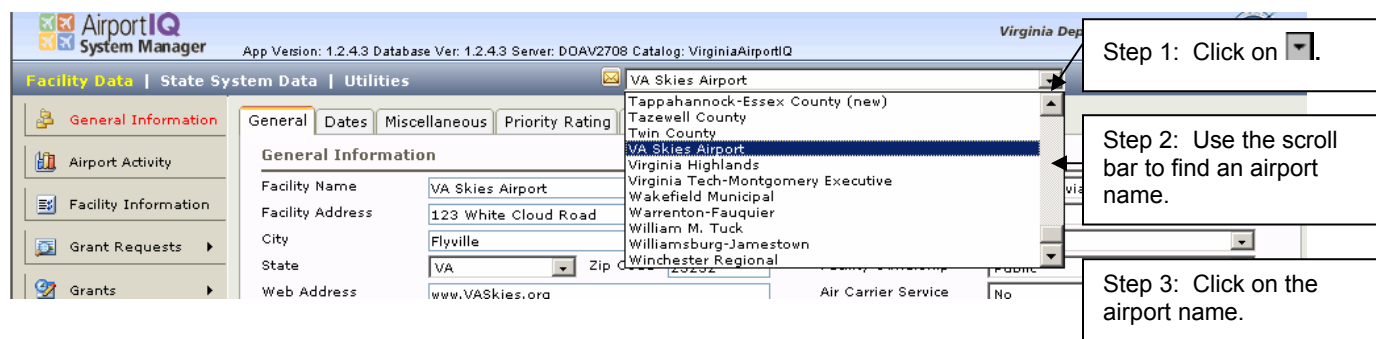
1.1.1 Grant Requests Module

Through the Grant Requests module, sponsors enter and submit project requests to DOAV. This process involves entering project names, information, and supporting documentation and submitting projects for DOAV evaluation and, for Airport Capital Program projects, recommendation to the Virginia Aviation Board.

1.1.2 General Information Module

Through the General Information module, sponsors can view general facility information about their airports. This module provides a variety of information, including:

- facility address, associated city, and location
- VATSP role and FAA service level
- dates for inspections
- Virginia Aviation Board region
- minimum standards compliance and airport maintenance condition
- owner and manager contact information

Additional information on this module is provided in 5.0 General Information Module.

1.2   System Requirement

Airport IQ operates on any computer running Microsoft Windows with a recent version of the Microsoft Internet Explorer Browser.
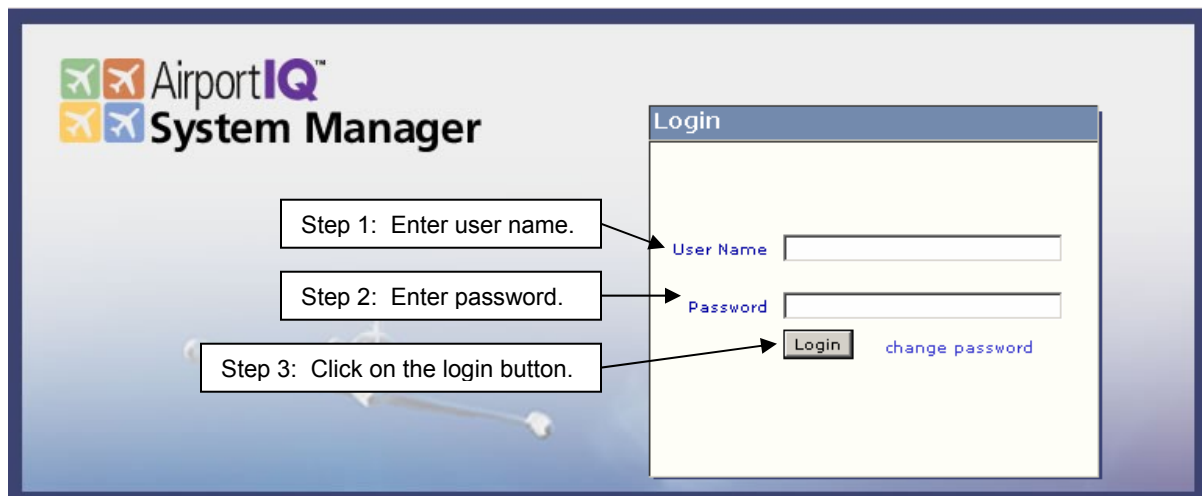
2.0   Login Process

DOAV provides to sponsors a user name and password unique to each airport. The user name allows a sponsor to view general information on the sponsor's airport, enter project requests, and submit project requests. A sponsor is able to view information and access project requests for the sponsor's airport only.

2.1   How to Login

Once the website has been accessed, the login screen appears.
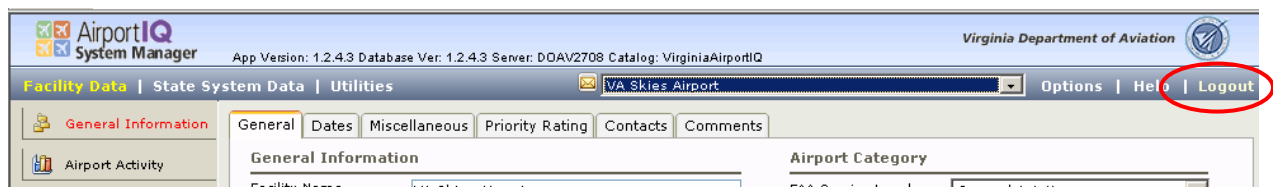
To login:

Once the login process is complete, Airport IQ opens to the General Information module.

2.2   How to Logout

Sponsors can leave Airport IQ by logging out of the program or by exiting the website. If a sponsor logs out of the program, the sponsor will be returned to the login screen. This option is useful if a sponsor needs to end a work session and then return within a short time period. If a sponsor exits the website and then needs to return to the program, the sponsor has to access the application website.

To logout of Airport IQ, click Logout on the menu bar:

2.2.1 Time Out Period

If no activity takes place within Airport IQ for 20 minutes, the program will logout the user. When new activity is attempted, the system prompts the user to login by opening the login screen.

2.3 Passwords

Every sponsor has been assigned a unique user name and password. These must be used the first time a sponsor logs into Airport IQ. Sponsors are encouraged to change their passwords once they begin using Airport IQ. Passwords in Airport IQ are case sensitive, should have a minimum of 4 characters, and have a maximum of 34 characters.

To change a password:

After the password change has been completed, Airport IQ opens to the General Information module.

If a sponsor has problems with a password, the sponsor should contact DOAV's Airport IQ Help Desk to have the password reset. After logging into Airport IQ with that password, the sponsor should change the password.

If a sponsor wants an airport consultant to be assigned a user name and password for use in assisting the sponsor with project requests, the sponsor must provide DOAV with a written request, by mail or email, which includes:

- firm name
- contact name
- address for contact
- email address for contact
- phone number for contact

3.0   Application Process

Sponsors enter project requests and submit these requests using the Grant Requests module. This module can be accessed by moving the cursor over Grant Requests in the navigation bar; do not try to click on the module as if it were a button. A flyout menu with the choices Grant Requests and Process Management will appear. The Grant Requests choice is used for entering and submitting project requests. The Process Management choice is used for entering supporting documentation. To open Grant Requests or Process Management, click on the choice.
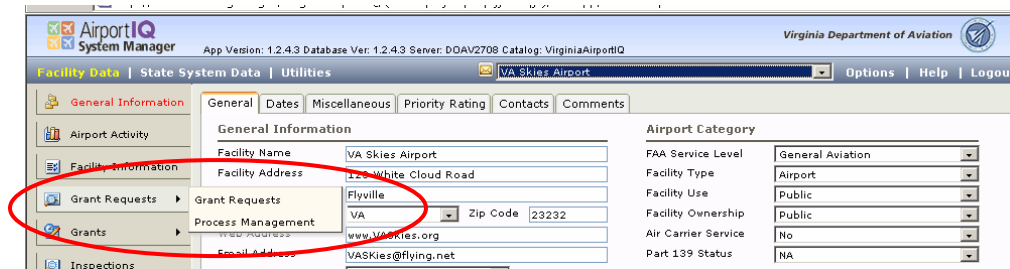
3.1   How to Enter a Project Request

Sponsors need to open the Grant Requests choice to enter project requests. The first time projects are entered, the table will be empty, the total line will carry zeros, and the CIP Data button will be inactive.

To enter a project:

The project is then shown on the Grant Requests screen.

Please note that all initial entries show CAF as the project type. The project type can be changed when project information is entered. All entries that have not been submitted will show CIP as the status.

To enter project information:

For Airport Capital Program projects:

Edit CIP Data -- Web Page Dialog

Step 3: Enter the fiscal year.

Edit CIP Data

Project Name	way rehabilitation (design/construction)	Funding Year	2007
Project Type	CAF		
Description			

					State		
Items			AC/R Discreti...	GA Discretion...	Maintenance	Security	F&E
		FAA					
Request		71,250.00	0.00	2,250.00	0.00	0.00	
Total		71,250.00	0.00	2,250.00	0.00	0.00	

Step 4: Enter the requested federal, state, and local dollar amounts, using the enter key to move to the next column.

Use the scroll bar to advance to the local and total dollar columns.

Step 5: Click on ✕ to close the Edit CIP Data popup box.

age Dialog

Edit CIP Data

Project Name	way rehabilitation (design/construction)	Funding Year	2007
Project Type	CAF		
Description			

	tate					
Items	curity	F&E	Aviation Pro...	Air Service De...	Local	**Total**
Request	0.00	0.00	0.00	0.00	1,500.00	$75,000.00
Total	0.00	0.00	0.00	0.00	1,500.00	$75,000.00

For Airport Special Fund programs:

Step 3: Enter the fiscal year.

Step 4: Select the project type.

Step 5: Enter the project justification or purpose.

Step 6: Enter the requested federal, state, and local dollar amounts, using the enter key to move to the next column.

Use the scroll bar to advance to the columns for other funding programs and the local and total dollar columns.

Step 7: Click on ☒ to close the Edit CIP Data popup box.

When entering dollar amounts, users should keep in mind the following:

- Commas are not accepted by Airport IQ.
- The total funding requested will be calculated by Airport IQ.
- Sponsors of air carrier and reliever airports need to enter the state discretionary amounts into the AC/R Discretionary field.
- Sponsors of general aviation airports need to enter the state discretionary amounts into the GA Discretionary field.
- A column for state entitlement funds is automatically displayed for air carrier airports.

The project type and costs are then shown on the Grant Requests screen:

Projects are listed by fiscal year and alphabetically within each fiscal year.

3.2   How to Enter Supporting Documents

Sponsors must provide electronic versions of supporting documents for all project requests. The documents may be in Word, Excel, or PDF formats. Information on the supporting documentation required for the various funding programs can be found in DOAV's *Airport Program Manual*. The naming conventions for the supporting documents are provided in Appendix A of this guide.

Sponsors need to open the Process Management choice to enter supporting documents to Airport IQ.

To enter supporting documentation:

Add Document dialog (http://asm.doav.virginia.gov - Add ...)

Document Type: narrative
Location: Electronic
Date:
Project Association:
apron expansion - eastside (construction)
rotating beacon repair

(hold down 'Ctrl' to select multiple projects)

File: [   ] Browse..
Comments:

Save   Cancel

Done   Internet

Step 3: Select the type of document. Different document types will display for the different funding programs as noted below.

Step 4: Select electronic as the document format.

Step 5: Select all of the other projects to which the document applies, so the document can be entered for multiple projects at one time. The projects are listed alphabetically.

Step 6: Click on the Browse button to access a file directory.

Choose file dialog

Look in: Documents

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

VAS bids rotating beacon repair 050107
VAS catex arpon expansion VAB 07 04
VAS catex runway rehabilitation VAB 07 04
VAS narrative all projects VAB 07 04
VAS schedule rotating beacon repair 050107
VAS scope rotating beacon repair 050107
VAS sketch all projects VAB 07 04

File name: VAS narrative all projects VAB 07 04
Files of type: All Files (*.*)

Open   Cancel

Step 7: Select the file to be added.

Step 8: Click on the Open button.

Step 9: Click on the save button.

Step 10: Click on ✖ to close the Add Document popup box.

The document type choices for the different funding programs are:

Airport Capital Program	• narrative • narrative sketch • environmental documentation • other documentation
• Facilities and Equipment Program • Voluntary Security Program • Maintenance Program	• scope of work • quote/bid • project schedule • sketch
• Aviation Promotion Program • Air Service Development and Enhancement Program	• estimated budget

Please note that scopes of work, bids, and engineering contracts are not included in the list of documents for the Airport Capital Program. Those documents should be submitted directly to the appropriate DOAV planner or engineer for review and approval. For state funded Airport Capital Program projects, DOAV review and approval are required prior to the submittal of a project.

The document listing is then shown on the Process Management screen:

The documents selected using the project association choice in the Add Document popup box will show on the Process Management screen for the selected projects:

Please note that the project category defaults to construction. DOAV changes the project category during its evaluation of the project request.

To view a document, click on the View link in the last column:

To delete a document:

3.3   How to Run Reports on Projects and Documents

Once projects are submitted for DOAV evaluation, the project status changes to submitted, and sponsors can not access the data or documents. Sponsors are encouraged to run and save a Capital Improvement Program Report and a Project Document Library report for their records before projects are submitted. A Capital Improvement Program Report lists all projects entered but not submitted into Airport IQ and is generated through the Grant Requests screen. A Project Document Library report lists all documents for one project and is generated through the Process Management screen.

To run a Capital Improvement Program Report:

Airport IQ generates the Capital Improvement Program Report in PDF format.

All projects entered into the Grant Requests module appear in the reports. Projects are listed by fiscal year and alphabetically within each fiscal year.

To run a Project Document Library report:

Airport IQ
System Manager
App Version: 1.3.0.6 Database Ver: 1.3.0.6 Server: DOAV2708 Catalog: VirginiaAirportIQ

Virginia Department of Aviation

Facility Data | State System Data | Utilities

VA Skies Airport

Options | Help | Logout

General Information
Airport Activity
Facility Information
Grant Requests
Grants
Inspections
Documents Library
Maps/Graphics

Filter by Project Type All   Project Status All

Project Name	Program Year	Project Number	Category	Status
apron expansion - eastside (construction)			...truction	CIP
rotating beacon repair			...truction	CIP
runway rehabilitation (design/construction)			...truction	CIP

Step 1: Select the project.

Documents

Maintenance, Security, & F&E Program Documents

Delete	Document Type	Document Title	Published	Comment	Location	Document Date	View
☐	scope of work	VAS scope rotating beacon repair 050107.doc	03/23/2007		Electronic		View
☐	quote/bid	VAS bids rotating beacon repair 050107.doc	03/23/2007		Electronic		View
☐	project schedule	VAS schedule rotating beacon repair 050107.doc	03/23/2007		Electronic		View

Aviation Promotion & Air Serivce Program Documents
Plans and Specs (DOAV use only)
Correspondence (DOAV use only)
Pay Requests
Miscellaneous (DOAV use only)

Step 2: Click on the Report button at the bottom of the screen.

Report

Airport IQ generates the Project Document Library report in PDF format.

http://asm.doav.virginia.gov/VirginiaAirportIQ/(qm3hguv1g1mneh45j1og1s55)/webapp/Projects/Data/ - Microsoft Internet Explorer

File   Edit   Go To   Favorites   Help

Back   Search   Favorites

Address http://asm.doav.virginia.gov/VirginiaAirportIQ/(qm3hguv1g1mneh45j1og1s55)/webapp/Projects/Data/AirportIQNet/GCR.AirportIQNET.DocumentLibrary.Reports.DocLibRpt.Acti   Go   Links

Save a Copy   Search   Select   116%   Search Web   Adobe Reader 7.0

Department of Aviation Commonwealth of Virginia
Project Document Library

VA Skies Airport - rotating beacon repair

Document Type	Document Title	Location	Author	Published	Comments
Maintenance, Security, & F&E Program Documents					
project schedule	VAS schedule rotating beacon repair 050107.doc	Electronic	simmers	3/23/2007	
quote/bid	VAS bids rotating beacon repair 050107.doc	Electronic	simmers	3/23/2007	
scope of work	VAS scope rotating beacon repair 050107.doc	Electronic	simmers	3/23/2007	

Please note that Project Document Library reports are prepared by project. A report should be run for each project.

3.4 How to Submit a Project Request

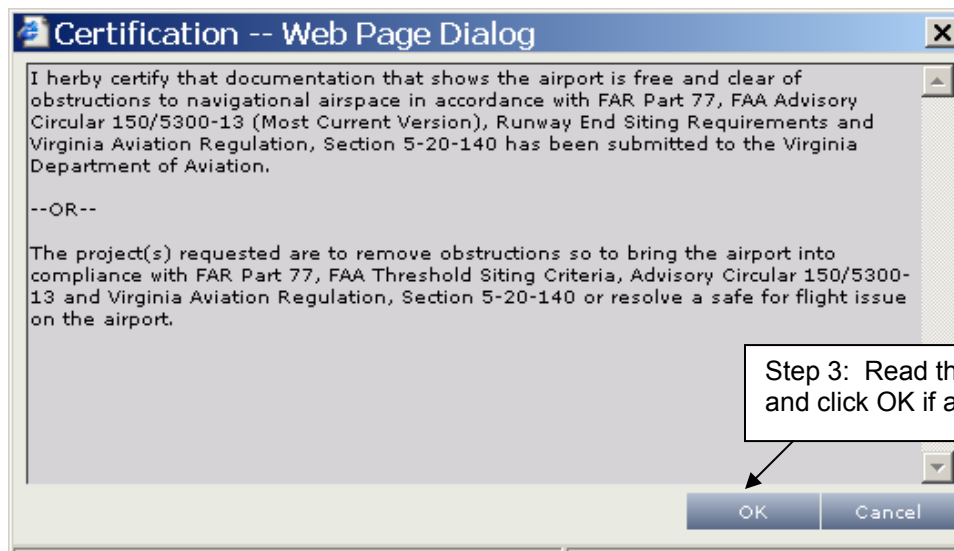Sponsors need to open the Grant Requests choice to submit project requests.

To submit project requests:

Step 1: Select the projects to be submitted.

Step 2: Click on the Submit button.

Step 3: Read the certification and click OK if appropriate.

When submitting projects, sponsors should keep in mind the following:

- Supporting documents must be entered before a project is submitted.
- Projects may be submitted individually.
- Multiple projects may be submitted at one time. To select multiple projects for submission, the sponsor needs to hold down the Control key and click on all the appropriate projects.

After a project is submitted, the project status changes to "Submitted". Sponsors cannot access the project request data or supporting documents once the status has changed.

If a sponsor identifies an error in the project request or a change in a project cost after the project request has been submitted, the sponsor needs to provide DOAV with a written notification of the error or change. The notification may be made by mail or email. DOAV will make the appropriate changes to the project request.

If a sponsor needs to submit documents after the project request has been submitted, the sponsor need to send the documents to the appropriate DOAV staff for entry into Airport IQ.

If a sponsor wants or needs to withdraw a project request after it has been submitted to DOAV for evaluation, the sponsor must provide DOAV with a written request to withdraw the project. The request may be made by mail or email. DOAV will change the project status to CIP so the sponsor can access the data and supporting documents.

Consultants cannot submit projects for sponsors. When a consultant is working in Airport IQ, the submit button will not appear in the Grant Requests module.

3.5 How to Resubmit a Project Request

A project status will be changed to CIP module when a project request:

- has been withdrawn
- could not be funded due to a lack of available state funding
- was not approved due to unmet eligibility criteria or incomplete technical elements

Sponsors must revise the project request and supporting documents as needed and submit the request again. Unfunded project requests will not be automatically submitted by Airport IQ or DOAV.

3.6 How to Delete a Project Request

Sponsors may delete a project from the Grant Requests module. When a project is deleted, all supporting documents are also deleted.

Projects can only be deleted individually.

4.0 Project Status

Sponsors can view the status of a project request in the Grants Requests module.

DOAV uses the following project statuses:

CIP	• indicates a project request entered into the system
Submitted	• indicates a project request has been submitted to DOAV for evaluation
Screening	• indicates a project request is being evaluated by DOAV
Priority Rating	• indicates an Airport Capital Program project request has been given a project priority score
Tentative Allocation	• indicates a tentative allocation has been awarded by the Virginia Aviation Board to an Airport Capital Program project request • indicates an allocation has been awarded by DOAV staff to an Airport Special Fund Program project request that requires a grant
Granted	• indicates a grant has been executed for a Airport Capital Program project • indicates a grant has been executed for an Airport Special Fund Program project request that requires a grant agreement • indicates an allocation has been awarded by DOAV staff for an Airport Special Fund Program project request that does not require a grant
Closed	• indicates a project that is closed

Sponsors can only access or delete project requests with a project status of CIP. If sponsors have questions about data or documents for project requests with other statuses, they should contact DOAV staff for assistance.

4.1 How to Use Filter and Sort Features

Sponsors can use the filter and sort features to modify the project listing shown on the Grant Requests screen.

The filter feature allows sponsors to select specific groups of projects for viewing, instead of having all their projects listed together. The listing of projects can be filtered by project status, project type, and fiscal year, either for a single year or a range of years. The filters can be used individually or in combination with each other.

To filter the data:

The project status and project type filters are selected from the drop-down boxes.

The fiscal year filter is selected by choosing a beginning and ending fiscal year from the drop-down boxes.

The sort feature allows sponsors to reorder the project listing. The listing can be sorted by:

- fiscal year
- project name
- project status
- project type
- funding source
- total project cost

To sort the data

The ▲ indicates the topic on which the listing is sorted.

5.0   Airport General Information

Sponsors can view a variety of data on their airports in the General Information module, including general facility data, dates, and contact information. Reports for much of the information can be run by the sponsors.

Sponsors are encouraged to periodically review this information, especially the dates for licenses, inspections, obstruction certification, and security certification. Updates to information in this module should be forwarded to DOAV, as noted on page ii.

The General Information module is separated into six categories:

- General
- Dates
- Miscellaneous
- Priority Rating
- Contacts
- Comments

The General tab contains information on a facility's location, identifiers, and service roles. The General tab also provides the issuance and expiration dates and type of public-use airport licenses.

The Dates tab has categories for general information, obstruction status certification documents, voluntary security certification, and airport licensing. The most recent dates for the items within each category and related comments are recorded in this tab.

The general information and obstruction status certification categories are shown below.

The voluntary security certification and airport licensing data are in the lower portion of the tab.

The Miscellaneous tab contains additional information related to an airport.

Planning District	planning district commission
Planning Region	Virginia Aviation Board region
Service Role	state service role as: • CS - air carrier airport • RL - reliever airport • GR - regional general aviation airport • GC - community general aviation airport • LO - local service general aviation airport
Coastal Resources Area	inclusion in the Virginia Coastal Resources Management Area
Unmitigated Obstructions	presence of unmitigated obstructions affecting funding per current Virginia Aviation Board policy

The Priority Rating tab contains airport characteristic information. This information is used in the priority system scoring for Airport Capital Program project requests. Details on the scoring process and values can be found in DOAV's *Airport Program Manual*.

The Contacts tab contains names and information for contacts connected to the airport. The contacts are listed by the function they serve for an airport. A person may be listed more than once, depending on the function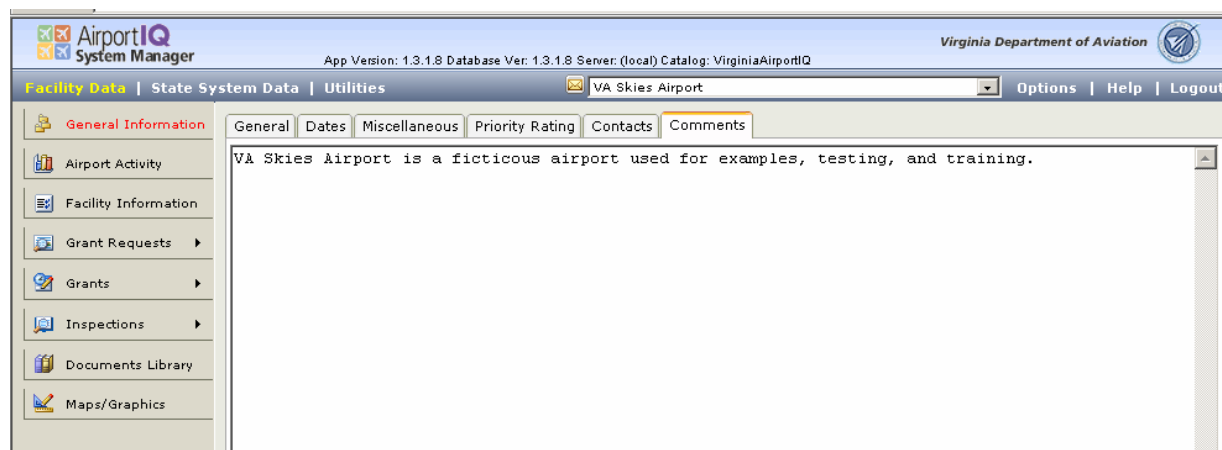s associated with the sponsor and airport. The function of airport owner is used to identify the contact to be listed on the funding request summary report that is part of the Virginia Aviation Board package.

A sponsor can open an email to a contact or a website by clicking on an address shown in blue.

The Comments tab contains general comments related to the airport.

Reports can be generated for the data recorded in the General, Dates, and Miscellaneous tabs.

To run a General Information Report:
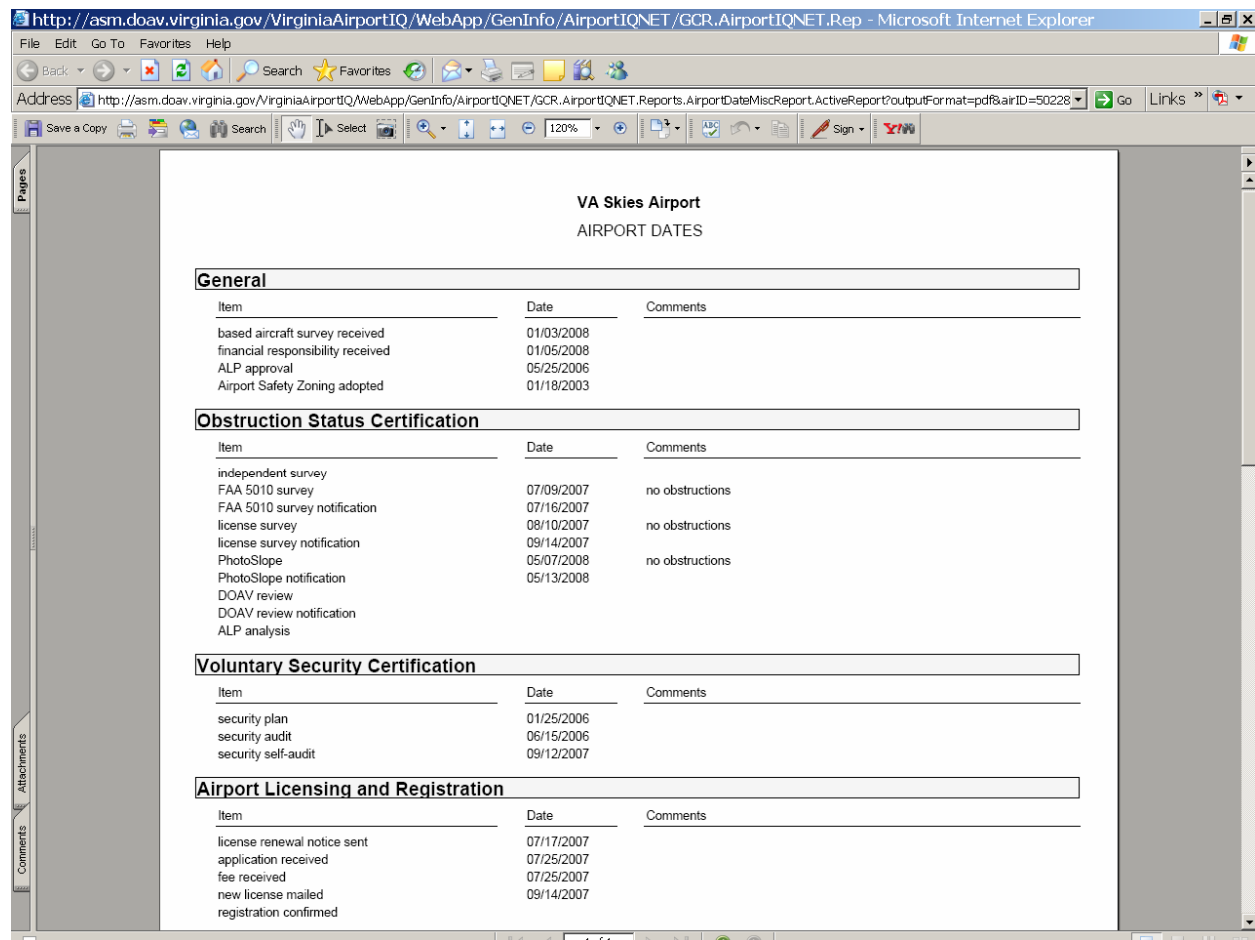
Airport IQ will generate a General Information Report in PDF format.

To run an Airport Dates report, click on the Report button under the Dates tab:

To run an Airport Miscellaneous Items report, move the cursor to Report button then click on Report in the flyout menu:

Appendix A: Naming Conventions for Supporting Document

To improve the efficiency of the project request evaluation process and project management in Airport IQ, the Virginia Department of Aviation (DOAV) has established naming conventions to be used by sponsors when entering supporting documents. The naming conventions are composed of elements and set items. Elements that are document specific are shown as <elements> within each naming convention.

When saving a document, sponsors need to name the file using the conventions below by replacing the elements with the appropriate information. Descriptions of each element and examples of supporting document names are provided. Do not use any symbols, such as #, in the file names.

Funding Programs	Supporting Document Naming Convention
Airport Capital	<airport identifier> <document type> <project > VAB <year> <month>
F&E	<airport identifier> <document type> <project> <date>
Voluntary Security	<airport identifier> <document type> <project> <date>
Maintenance	<airport identifier> <document type> <project> <date>
Aviation Promotion	<airport identifier> budget <project> <date>
Air Service Development	<airport identifier> budget <project> <date>

Element	Programs	Description
airport identifier	all	three-character identifier assigned by FAA
document type	Airport Capital	type of document, identified using the code provided below | Type of Document	Code
---	---
narrative	narrative
narrative sketch	sketch
categorical exclusion letter	catex
coastal zone consistency letter	coastalzone
Finding of No Significant Impact	FONSI	
	• F&E • Voluntary Security • Maintenance	type of document, identified using the code provided below | Type of Document	Code
---	---
scope of work	scope
estimated budget, quote, bid	quote/bid
project schedule	schedule
sketch	sketch	
project	all	project or "all projects" as appropriate
year	Airport Capital	last two digits of the calendar year of the VAB meeting (i.e. 08=2008)
month	Airport Capital	two-digit notation of the month of the VAB meeting (i.e. 02=February)
date	• F&E • Voluntary Security • Maintenance • Promotion • Air Service	submission date of request formatted as mmddyy

DOAV requires that sketches be gray scaled, sized to 8 ½ x 11 inches, and no more than 100 kb.

If a document is associated with more than one project request being entered but not all of the projects, such as a categorical exclusion letter addressing two projects but not a third, the document name should include all the associated projects.

Examples of supporting document names are provided here.

Programs	Type of Document	Examples of Supporting Document Names
Airport Capital	narrative	VAS narrative apron rehabilitation (construction) VAB 08 06
	narrative sketch	VAS sketch apron rehabilitation (construction) VAB 08 06
	categorical exclusion letter	VAS catex apron rehabilitation (construction) VAB 08 06
	obstruction-free certification	VAS OC 5010 VAB 08 06
Facilities and Equipment	scope of work	VAS scope REIL replacement Runway 3 21 050107
	estimated budget	VAS budget REIL replacement Runway 3 21 050107
	project schedule	VAS schedule REIL replacement Runway 3 21 050107
	sketch	VAS sketch REIL replacement Runway 3 21 050107
Voluntary Security	scope of work	VAS scope fence installation perimeter 050107
	estimated budget	VAS budget fence installation perimeter 050107
	project schedule	VAS schedule fence installation perimeter 050107
	sketch	VAS sketch fence installation perimeter 050107
Maintenance	scope of work	VAS scope rotating beacon repair 050107
	estimated budget	VAS budget rotating beacon repair 050107
	project schedule	VAS schedule rotating beacon repair 050107
	sketch	VAS sketch rotating beacon repair 050107
Aviation Promotion	fly-in event	VAS budget fly-in 050107
	business plan	VAS budget business plan 050107
Air Service Development and Enhancement	airline visit	VAS budget airline visit 050107
	market research services	VAS budget market research services 050107